



City of Pittsburgh and Allegheny County Economic  
Development

# Emergency Solutions Grants (ESG) Program

## **INTRODUCTION**

The interim rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants Program.

Eligible activities include the shelter and outreach activities of the current ESG program, but also include more homelessness prevention and rapid re-housing activities- rental assistance, housing relocation or stabilization services, credit repair, security deposits, utility arrearage payments, and moving costs or other relocation or stabilization activities, as allowable per federal and local policies. Prevention and re-housing activities can serve people who are homeless or at risk of homelessness.

### **Definition of Homelessness**

HUD's existing definition of homelessness includes people living in places not meant for human habitation (the streets, abandoned building, etc.), living in an emergency shelter or transitional housing facility, and – although it is not specifically described in the McKinney-Vento statute- facing the loss of housing within the next seven days with no other place to go and no resources or support networks to obtain housing.

The HEARTH Act adds to this definition to include situations where a person is at imminent risk of homelessness or where a family or unaccompanied youth is living unstably. Imminent risk includes situations where a person must leave his or her current housing within the next 14 days with no other place to go and no resources or support networks to obtain housing. Instability includes families with children and unaccompanied youth who: 1) are defined as homeless under other federal programs (such as the Department of Education's Education for Homeless Children and Youth program), 2) have lived for a long period without living independently in permanent housing, 3) have moved frequently, and 4) will continue to experience instability because of disability, history of domestic violence or abuse, or multiple barriers to employment.

# ELIGIBLE PROGRAM COMPONENTS

## 1. Street Outreach

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, and transportation.

## 2. Emergency Shelter

Essential Services such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

Major Rehabilitation, Conversion, or Renovation of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.

## 3. Prevention

Housing relocation and stabilization services and rental assistance as necessary to prevent the individual or family from becoming homeless if:

- Annual income of the individual or family is below 30 percent of median family income
- Assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing.

Eligible costs may include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

#### 4. Rapid Re-Housing

Housing relocation and stabilization services and rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include security deposits, utility deposits, rent and utility arrearages, forward rental assistance, utility payments, moving costs, and housing stability case management.

#### 5. Data Collections (HMIS)

Grant funds may be used for the costs of participating in an existing HMIS of the Continuum of Care where the project is located. HMIS Participation is a requirement of ESG recipients. However, domestic violence shelters cannot participate in HMIS but must use as comparable database to provide aggregate reports.

### MATCH

Sub-recipients are required to match 100 percent of their grant request, which can include cash resources provided any time after the start date of the contract. Match contribution must meet all requirements that apply to ESG funds, and must be expended in accordance with the regulatory guidance.

Match may be obtained from any source including federal (other than the ESG Program), state, local and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

1. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The matching requirement may be met by one or both of the following:

1. **Cash contributions.** Cash expended for allowable costs, as defined in the Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the sub-recipient or third party contractor.
2. **Noncash contributions.** The value of any real property, equipment, goods, or services contributed to the sub-recipient's or third party contractor's ESG Program, provided that if the sub-recipient or third party contractor had to pay for them with grant funds, the costs would have been allowable.
  - a. Noncash contributions may also include the purchase value of any donated building. To determine the value of any donated material or building, or of any

lease, the sub-recipient or third party contractor must use a method reasonably calculated to establish the fair market value.

- b.** Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the sub-recipient's or third party contractor's organization. If the sub-recipient or third party contractor does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
- c.** Some noncash contributions are real property, equipment, goods, or services that, if the sub-recipient or third party contractor had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the sub-recipient or third party contractor has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.



City of Pittsburgh and Allegheny County Economic Development

# 2015 Emergency Solutions Grants (ESG) Program

SHELTER OPERATIONS/STREET OUTREACH

Applications are due:

- **Monday, March 23, 2015 by 3:00 PM.**
- Applications must be submitted to Elizabeth Daniels-Totten, City of Pittsburgh, Planning Department, 200 Ross Street, 4<sup>th</sup> Floor, Pittsburgh, PA 15219. (*If hand-delivering, please go to the **2<sup>nd</sup> Floor**, left-hand side.*)

## 2015 EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM PROPOSAL APPLICATION CHECKLIST

Please review your completed application and note that the following items **must be submitted with each proposal.** Please check if they are attached.

**Yes    No**

\_\_\_    \_\_\_    **PROFESSIONAL CERTIFICATION**-Attachment B (For General Construction Only) Verifies feasibility and accuracy of scope of budget (engineer's or architect's seal should be affixed to original application) with the exception of project management or acquisition projects. Original signature **in blue ink** is required.

\_\_\_    \_\_\_    **GENERAL APPLICATION DESCRIPTION**

\_\_\_    \_\_\_    **MAP OR SKETCH OUTLINING PROJECT AREA**- Site location is required for monitoring and record keeping purposes. Street names must be legible. **All projects require a map.**

\_\_\_    \_\_\_    **PROPOSAL CERTIFICATION**-Certifies that the statement and application requirements are correct and contain no misrepresentation or falsification. **Original signature in blue ink is required.**

\_\_\_    \_\_\_    **BOARD RESOLUTION**-If your agency has a Board of Directors, a copy of the Resolution authorizing the submission of this application for funding is required. If the Board of Directors does not meet until after the application deadline, please submit a copy of the resolution and a letter stating when the Board will meet and forward final copy once approved.

\_\_\_    \_\_\_    **AUDIT OR FINANCIAL STATEMENT**-One (1) copy of your Agency's most recent audit or financial statement is required.

\_\_\_    \_\_\_    **AGENCY'S CURRENT OPERATING BUDGET**

\_\_\_    \_\_\_    **MATCHING FUNDS SOURCES** - A letter or supporting documentation must be submitted verifying this commitment

\_\_\_    \_\_\_    **PROOF OF INSURANCE**

\_\_\_    \_\_\_    **COMPLETE STAFFING CHART**

\_\_\_    \_\_\_    **JOB DESCRIPTIONS**

\_\_\_    \_\_\_    **Signed Original application with audit or financial statement and 6 copies of the application package with no audit or financial statement**

# EMERGENCY SHELTER/STREET OUTREACH APPLICATION

**Please type or print legibly**

1. Program Information

Legal Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email Address:

Agency Federal Tax I.D.# \_\_\_\_\_ DUNS # \_\_\_\_\_

Project Name \_\_\_\_\_

501(c)(3) Status Yes \_\_\_\_\_ No \_\_\_\_\_

Please attach a list of Board of Directors and Board resolution authorizing submission of this application. If the Board of Directors does not meet until after the application is due, please provide a copy of the Resolution and letter stating that the Board doesn't meet until after the application is due and the date the Board meets. Once the Board meets, please provide a copy of the signed Resolution.

ESG sub-recipients are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency already entering data into HMIS? Yes \_\_\_\_\_ No \_\_\_\_\_

If your agency is a domestic services provider, are you using a comparable database to HMIS? Yes \_\_\_\_\_ No \_\_\_\_\_

1. \*New\* Applicants receiving ESG funds must report client level data, such as the number of persons served, demographic data, and instances of services provided in the Homeless Management Information System (HMIS). Describe how your organization will ensure that the required data is entered in HMIS, and please list the name of the contact person who will be responsible for ensuring data is entered and complete.

**Program Activities**

Renovation/Rehabilitation \$ \_\_\_\_\_  
Operating Expenses \$ \_\_\_\_\_  
Essential Services \$ \_\_\_\_\_  
Street Outreach \$ \_\_\_\_\_

**Total Amount of ESG Funds Requested** \$ \_\_\_\_\_

**Please complete the table below, indicating funding sources for this program that have been committed or applied for (with amounts)--including Federal, State, County, Local, and Private Grants**

<u>Source</u>	<u>Amount</u>

**Please identify your agency's matching funds (source and amount):**

<u>Source</u>	<u>Amount</u>

2. Describe target population and services to be provided.

- 3. Individuals and families to be served:
  - a. Daily average sheltered \_\_\_\_\_
  - b. # homeless adults sheltered annually (unduplicated) \_\_\_\_\_
  - c. # homeless children sheltered annually (unduplicated) \_\_\_\_\_
  - d. Total # homeless persons sheltered annually (b+c) \_\_\_\_\_
  - e. Total #homeless households sheltered annually \_\_\_\_\_

- 4. Subpopulations to be served (estimated numbers)
  - a. Chronically homeless \_\_\_\_\_
  - b. Severely Mentally Ill \_\_\_\_\_
  - c. Chronic Substance Abuse \_\_\_\_\_
  - d. Persons with HIV/AIDS \_\_\_\_\_
  - e. Other Disability \_\_\_\_\_
  - f. Veterans \_\_\_\_\_
  - g. Homeless and Runaway Youth \_\_\_\_\_
  - h. Victims of DV (adults & children) \_\_\_\_\_

5. Briefly discuss eligibility requirements for your program, including intake process, requirements for entering the program, etc.

6. Briefly discuss shelter requirements-maximum length of stay, hours of operation, requirements of participants upon entry, access for persons with disabilities, house rules, supportive service requirements, reason's for dismissal, termination/eviction process, appeals procedures.

7. Please complete ESG STAFFING CHART (Attachment B). Please attach all relevant job descriptions to this application.

8. Describe the involvement of homeless persons in carrying out this program: Note that by ESG regulations, and “to the maximum extent practicable, the recipient or sub-recipient must involve homeless individuals and families in constructing, renovating, maintaining and operating facilities assisted under ESG, in providing services assisted under ESG...” This involvement may include employment or volunteer services.”

9. Describe the involvement of at least one homeless or formerly homeless person(s) that participates in the policy-making function within your organization. If your agency does not have a homeless or formerly homeless person participating in the policy-making decision, please describe your future intentions of adhering to this ESG requirement.

10. Please describe what supportive services are offered to clients: life skills, case management, mental health services, outpatient health services, housing and job search services, etc.

11. Collaboration – Please describe how your program and agency participate in the local Continuum of Care.

12. \*NEW\* Please describe connections between your agency and others in the Continuum, that will allow for a person or family experiencing a crisis in housing to be re-housed quickly and stably.

**PROJECT BUDGET – EMERGENCY SHELTER**

A). Shelter Operations: Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, staff travel and supplies necessary for the operation of the emergency shelter.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Personnel			
Rent			
Utilities			
Repairs/Maintenance			
Equipment			
Security			
Food/Furnishings			
Insurance			
Staff Travel			
Consumable Supplies			
Other(specify)			
<b>TOTAL</b>			

B) Essential Services: Eligible costs associated with case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, etc.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Education Services			
Case Management			
Employment Counsel			
Substance Abuse Counsel			
Mental Health Services			
Child Care			
Job Training/Placement			
Legal Services			
Outpatient Health Serv.			
Other (specify)			
<b>TOTAL</b>			

C). Major Rehabilitation, Conversion, or Renovation: Costs associated with improvements to a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 to 10 years, depending on the cost. Note: Property acquisition and new construction are **ineligible** ESG activities.

Please provide the following information about the facility to be renovated/rehabilitated/converted:

1. Property Address \_\_\_\_\_

2. Description of Building (i.e., type of building, size, number of stories, number of rooms, general condition)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe in detail the type of renovations / rehabilitation needed and the estimated cost for each work item. Include at least one contractor estimate and professional certification. (For example, install 5 new aluminum windows approximately 30"x60"-estimated cost \$1,250.00)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Construction schedule:

Estimated start date \_\_\_\_\_  
Estimated completion date \_\_\_\_\_

5. Attach proof of site control (i.e. deed, long term lease)

6. Attach a current Occupancy Permit for all existing facilities

7. Building permit must be provided for all rehabilitation projects upon contract finalization

8. Matching Fund Amount \_\_\_\_\_ Source \_\_\_\_\_

**PROJECT BUDGET – STREET OUTREACH**

A). Street Outreach Essential Services: These services are related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, critical services and providing them with urgent, non-facility based care. Eligible costs include engagement, case management, emergency health and mental health services and transportation.

	FUNDING	MATCHING	MATCHING
ITEM	REQUESTED	FUND AMT.	SOURCE
Case Management			
Emergency Health Serv.			
Mental Health Services			
Transportation			
Engagement			
Other (specify)			
<b>TOTAL</b>			

## PROPOSAL CERTIFICATION

### THIS SECTION MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

I certify that the statements and application requirements in this official proposal are correct and that this proposal contains no misrepresentation or falsification, omission or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed or construction begun on the proposed project.

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Signature of Authorized Official (**Please use blue ink**)

**ATTACHMENT A**

**PROFESSIONAL'S CERTIFICATION  
(CERTIFICATION NEEDED FOR RENOVATION PROJECTS)**

The purpose of the Professional's Certification Attachment is to have on record a statement from an engineer, architect or construction professional that the work is feasible and the costs are fair.

1. PROJECT NAME \_\_\_\_\_
2. PROJECT LOCATION \_\_\_\_\_
3. TOTAL PROJECT COST \_\_\_\_\_

I, \_\_\_\_\_, a professional \_\_\_\_\_, in the Commonwealth of Pennsylvania do hereby certify that the proposed work for the above named project is feasible and the costs itemized hereto are fair and reasonable estimates of the project costs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(SEAL)

